



Gleason Public Library

BRIC Building Committee

Building Restoration Implementation Committee
Minutes – September 25, 2008

In attendance: Albert Innamorati, Elizabeth DeMille Barnett, Neal Emmer, Bob Hilton, Angela Mollet, Ann Rosas, Dale Ryder, Priscilla Stevens

Priscilla Stevens called the meeting to order. Elizabeth and Angela reported that all applications received had met the submission requirements and should be evaluated.

The Committee opened the floor to technical and general questions. A term list of building definitions was shared with the group. The group was asked to revisit the RFQ before completing the evaluations. There was some discussion about the public vs. private funding, public vs. private projects, small and large firms ability to meet a small project needs. The group was reminded the comparatively small size of this project. The Committee was reminded to keep questions more appropriate for references aside. References are an appropriate place to check working relationships, use of subcontractors, firm personnel, ability to stick with time frame, project costs. At this time we are looking for most qualified for this project.

Individual questions during the process of a technical nature can be directed to the group or individuals in the group.

The Committee will meet again on October 2 at 8:30 to evaluate all applications and select a top pool of applicants (potentially 5) for further evaluation. Committee members should bring completed forms in pencil to discuss with other members.

October 2. 8:15 AM Evaluate all applications and Select Top candidates

October 3-16. Interview Top Candidates.

October 16. Begin contract negotiation with top candidate.

Nov. 7. Enter into contract begin assessment work.

Jan. 20, 2009 Complete

The next meeting is **October 2, 2008 at 8:30 AM at the Library**. Elizabeth will post meeting notice. Please RSVP to Angela if you will be able to attend the meetings.

Submitted by Angela Mollet, Library Director (amollet@mvlc.org)

